



Baltimore City Department of Human Resources

Elliott L. Wheelan, Director of Human Resources

Martin O' Malley, Mayor

EXAMINATION FOR: RECREATION CENTER DIRECTOR II

SALARY: \$26,638 – \$31,907

GRADE: 84

CLOSING DATE: March 28, 2003 is the last day to file an application.

POSITION: A Recreation Center Director II plans, coordinates and directs a recreation program in a one story, multi-room center having a gym and multi-purpose room. Employees work a conventional workweek which may include evening and weekend hours.

The eligible list may be used to hire persons as vacancies arise.

MINIMUM QUALIFICATIONS: On or before the date of filing the application, each candidate must:

Have graduated from an accredited high school or possess a GED certificate;

AND

Have five years of experience in leading recreational activities.

Six months of additional experience in leading recreational activities may be substituted for each year of the high school requirement.

A bachelor's degree in recreation, physical education or a related field from an accredited college or university may be substituted for three years of the experience requirement.

A master's degree in one of the above areas from an accredited college or university may be substituted for six months of the experience requirement.

SELECTION PROCESS: All candidates indicating the minimum qualifications on their applications will be placed on the eligible list without further examination. The training and experience of each candidate will be evaluated for appropriateness and quantity. It is essential, therefore, that you give complete and accurate information on your application. Vagueness or omission may prevent you from being considered for this position. Qualified candidates will not be listed in rank order.

NOTE: Those eligibles who are under final consideration for appointment will be required to authorize the release of criminal conviction information from the Maryland State Police.

FOR YOUR CONVENIENCE: Applicants may also obtain and submit applications for this title at the following location:

Baltimore City Department of Recreation and Parks
3001 East Drive
Baltimore, Maryland 21217

83212 (050702) 84 U (3) Q
KMT/mk POSTED: 3/10/03

Apply to: Baltimore City Department of Human Resources • 201 East Baltimore Street • Suite 100 • Baltimore, Maryland 21202 • (410) 396-3860

For additional job opportunities information, call (410) 545-3875

For the Hearing impaired: TTY 396-4930

An Equal Opportunity Employer

www.baltimorecity.gov

(see reverse side)

APPLICATIONS: Applications may be obtained by mail or in person from the Baltimore City Department of Human Resources, 201 East Baltimore Street, Suite 100, Baltimore, Maryland 21202.

PHYSICAL EXAMINATION: Eligible candidates must pass a job-related physical examination administered by the City.

TESTING FOR DRUGS: Effective October 1, 1994, the City's pre-employment physical examination for all applicants will include substance abuse testing. Substance abuse testing shall also be required prior to promotion to a sensitive job classification.

ELIGIBILITY: Qualified candidates will be considered for vacancies as they arise, for a period of at least one year. The decision of the Director of Human Resources with respect to acceptable minimum qualifications is final.

SERVICE FEE: City employees who are represented by a union will be required to become union members or to pay a service fee as a condition of continuing employment after completion of a probationary period.

PROBATION: All persons, including current City employees, selected from an eligible list resulting from this examination will be on probation for six months.



Baltimore City
Department of Human Resources
201 East Baltimore Street
Suite 100
Baltimore, Maryland 21202